



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL
JOINT CULINARY CENTER OF EXCELLENCE
1201 22D STREET
FORT LEE, VIRGINIA 23801-1601

ATSM-CES

S: 6 May 2016

22 April 2016

MEMORANDUM OF INSTRUCTION: 2016 Philip A. Connelly (PAC) Awards Ceremony

PURPOSE: To outline actions required of award winning active Army, Army Reserve, and Army National Guard units prior to and during the Philip A. Connelly Awards Ceremony.

DISCUSSION:

1. The Philip A. Connelly Award program has been restructured to adhere to strict fiscal requirements while maintaining a safe and quality training event. In accordance with TRADOC policy letter 17 and to significantly reduce overall cost to the Army, the following changes and cost-effective measures have been implemented in order to participate in the Armed Forces banquet and training event at the National Restaurant Association's Annual Conference in Chicago, IL.
2. On 20 May 2016 the Connelly Awards Ceremony will take place at the Sheraton Hotel and Tower, 301 E. Water St, Chicago, IL. The ceremony is held in conjunction with the National Restaurant Association (NRA), Armed Forces Food Service Award Banquet, Armed Forces Training Event, and Trade Show from 19-22 May 2016. The NRA co-sponsors the Philip A. Connelly Awards Program and hosts the Connelly winners at the conference. The Army announces the winners of the Active Army Garrison, Active Army, Army National Guard, and U.S. Army Reserve field competitions.
3. This year's evaluated categories are as follows: Military Garrison, Active Army, Army National Guard, and U.S. Army Reserve Field. Two representatives in each winning category will be funded by Department of Army, G4 to attend the awards banquet, training sessions and trade show. Runners-up will not travel to attend the ceremony. The DA funded winners designated to attend the NRA will arrive in Chicago, Illinois on 19 May 2016 and depart on 22 May 2016. These representatives will receive tickets and badges for the two major functions, the awards banquet and the trade show. The Phillip A. Connelly Office will provide funding limits and funding information regarding travel and related per diem to the winning units prior to the ceremony dates.

NOTE: THE AWARDS SPONSORS DO NOT HAVE THE ABILITY TO ISSUE TDY OR ADVANCE PAYMENTS AT THE CEREMONY SITE, THEREFORE, UNIT SELECTED DA FUNDED ATTENDEES MUST HAVE A GOVERNMENT TRAVEL

CARD (GTC) PRIOR TO DEPARTING HOME STATION AND MUST VERIFY WITH THE CONNELLY OFFICE BEFORE TRAVEL AUTHORIZATIONS WILL BE PROCESSED. IF THE SELECTED ATTENDEE DOES NOT HAVE A GTC BY 6 May 2016, THEY WILL NOT BE FUNDED TO ATTEND THE CONFERENCE. THE UNIT MUST THEN SELECT ANOTHER AWARDEE TO ATTEND THE CONFERENCE THAT HAS A GTC. SINCE THIS EVENT IS DA G4 FUNDED VIA FORT LEE, ALL ATTENDEES MUST ENSURE DEFENSE TRAVEL SYSTEM (DTS) LINE OF ACCOUNTING ACTIONS ARE COMPLETE BY 6 MAY 2016. THE UNIT'S DTS OR BUDGET REPRESENTATIVE WILL NEED TO COORDINATE DIRECTLY WITH THE PAC OFFICE TO ENSURE TIMELY ACCOUNTING ACTIONS.

3. **All DA funded attendees** are required to complete the attached participation sheet and return it to the Connelly staff. This should be emailed (see block 10) or faxed NLT **6 May 2016**. This will ensure accurate attendance is provided to NRA.

4. Instructions for travel authorization preparation will be completed by the Connelly office. Fund citation and line of accounting will be retained by the Connelly Office. Specific travel guidelines will be discussed during a scheduled teleconference, date/time TBA.

5. Command representatives not funded by DA G-4 who wish to attend the ceremony must be funded by their commands. Attendees must complete and submit an Attendee Information Request in order to secure banquet reservations.

6. **In filing DTS vouchers, DA funded attendees who will receive a meal at the banquet are reminded that this meal will be deducted from their per diem.** This meal must also be listed on the DTS voucher as a dinner meal provided on 20 May 2016. **DA funded representatives must submit DTS Travel Vouchers with original receipts within 5 days of return to the PAC DTS Representative. No exceptions.**

7. Awardees Lodging/Reservations:

a. Alternate Lodging Options: Command personnel and Command sponsored guests who obtain individual lodging in a hotel other than the Congress Plaza Hotel-Chicago should coordinate their intent with the Connelly office for meal accountability purposes only. **It is the individual's responsibility to make his/her own reservations.**

b. **Upon arrival, all Army personnel will report to the Receptionist's desk and await accountability by the designated Army representative.**

8. Specific Actions Required of Winning units:

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a. Immediately upon notification of winner status, advise Connelly Staff at (804) 734-3028/3029 or DSN 687-3029 of the names of representatives who will attend the NRA Armed Forces Training Event.

b. All DA G-4 funded unit representatives will arrive on 19 May 2016 NLT 1600hrs at the Congress Plaza Hotel to attend the Conference Orientation Meeting.

c. Thoroughly inspect Soldiers' ASUs IAW 670-1 prior to departing home station. A Class a uniform inspection will also take place prior to the award ceremony on Friday, 19 May, time TBA.

d. The senior traveler of winning units are responsible for transporting the Connelly cup to home station. Travel orders will reflect excess baggage authorization for the identified individual.

9. Appropriate Clothing for NRA Conference:

a. DAYWEAR – Officers, NCOs and Enlisted Soldiers: ACU uniform for Soldiers, and casual attire for civilians.

b. FORMAL WEAR – The Joint Services Award Ceremony and the NRA Grand Ball are formal events. Appropriate uniforms are as follows:

(1) Officers – White Mess/ Blues Mess/ASUs.

(2) NCOs/Enlisted – ASU w/Black Four in Hand Tie.

10. Command representatives are encouraged to submit opinions and comments regarding the Connelly Program and attendance to the NRA Ceremony and Trade Show to: Quartermaster School, Joint Culinary Center of Excellence, Connelly Program Office, 1831 A. Avenue, Fort Lee, Virginia 23801, or fax at: 804 734-3681, or by email to the following POC; MSG Cason, Bobby Jr. (bobby.cason3.mil@mail.mil).

//// Original Document Signed ////
Director, Joint Culinary Center
of Excellence